



# ARIZONA STATE PARKS GRANTS MANUAL 2016

## FUNDING OPPORTUNITIES



## RECREATIONAL TRAILS PROGRAM & OFF-HIGHWAY VEHICLE FUND & TRAIL MAINTENANCE PROGRAM

Application Deadline: March 1, 2016

Applications must be received at:

Arizona State Parks  
Partnership Division  
Grants Section  
23751 North 23<sup>rd</sup> Avenue # 190 (New Address)  
Phoenix, AZ 85085

**Executive Director**

Sue Black

**Deputy Director**

James Keegan

**Deputy Director of Park Operations**

Kelly Moffitt

**Arizona State Parks**

23751 North 23<sup>rd</sup> Avenue #190  
Phoenix, AZ 85085

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Equal Employment Opportunity Agency.

This document is available in alternative  
formats. Contact the ADA Coordinator at  
(602) 364-0632.



## FUNDING ANNOUNCEMENT

Arizona State Parks (ASP) invites non-profits, clubs, local, regional, state and tribal governments to submit grant applications for all kinds of non-motorized and motorized recreational trail uses. Eligible projects could include trail development, trail maintenance, pedestrian uses (hiking, running, wheelchair use), bicycling, equestrian use, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

### LINKS TO ELIGIBLE ACTIVITIES

- 1) [Summary of Funding Priorities](#), 2015 Arizona Trails Plan
- 2) Full Report: [2015 Arizona Trails Plan](#)

### GRANT PROGRAMS AND SOURCE OF FUNDING

Funding arrives from two (2) separate sources and supports a total of three (3) different programs. Table 1. Shows a summary of our programs and their funding sources.

**Table 1.** Provides a summary of ASP grant programs and funding sources.

FHWA–Federal Highway Administration–administrators of Recreational Trails Program

ASP Programs	Source of Funds		Types of Funding Offered	Maximum funds a project can request:	Competitive or Non-competitive Process
Recreational Trails Program (RTP)	FHWA		Non-motorized	\$80,000 <b>Total Available:</b> \$1.2 Million	Competitive
Recreational Trails Program (RTP)	FHWA		Motorized	\$300,000 <b>Total Available:</b> \$1.2 Million	Competitive
Off-Highway Vehicle Program (OHV)	Off-Highway Vehicle Fund		Motorized	\$300,000 <b>Total Available:</b> \$1.42Million	Competitive
The Trails Maintenance Program (RTP)	FHWA		Non-motorized	\$30,000 <b>Total Available:</b> \$1.2 Million	Non-Competitive
			Approximately \$2.6 million in grants will be made available during this cycle		

### APPLICATION DUE DATES:

1. Applications are due by 5:00p.m. March 1, 2016.
2. Applicant organizations are required to discuss proposed projects with the ASP Grants Coordinator, no later than FEBRUARY 10<sup>TH</sup> and submit the Grant Scope Sheet no later than FEBRUARY 17<sup>TH</sup>. Please contact Mickey Rogers at 602-542-6942 or email [mrogers\(at\)azstateparks.gov](mailto:mrogers(at)azstateparks.gov).

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### PROJECT FUNDING TIMELINE

<b>January 20-Phoenix January 21-Flagstaff January 27-Tucson</b>	Parks staff will conduct grant application workshops in Flagstaff, Phoenix and Tucson. The purpose of these workshops is to introduce Grants staff to potential grant project sponsors, discuss the application process and forms, and establish a continuing relationship with the project sponsors to assist them through the application process.
<b>February 10</b>	Project Sponsors <b>MUST</b> contact Grants Coordinator, Mickey Rogers, to discuss their project for eligibility and answer questions about the process.
<b>February 17</b>	Project Sponsors <b>MUST</b> submit the Grant Scope Sheet to ASP (Mickey Rogers).
<b>March 1</b>	Grant applications and required documents <b>MUST</b> be delivered to the State Parks office by 5pm. The applications will be reviewed for completeness and within one-week project sponsors will receive notice of the status of the application.
<b>April/May</b>	Staff will present the results of the review team to the Arizona State Committee on Trails (ASCOT), the Off-Highway Vehicle Advisory Group (OHVAG) and Arizona Outdoor Recreation Coordinating Committee (AORCC) for their independent reviews and funding recommendations. Grant project sponsors will be informed of the dates of these public meetings and are welcome to attend to answer any questions about their grant applications.
<b>May 20<sup>th</sup>-30<sup>th</sup></b>	A final review based on the recommendations from staff, OHVAG, ASCOT & AORCC will be conducted. All applicants will receive both an email and a letter indicating if their application was approved for funding at this time.
<b>July 1</b>	Applicants must submit the <b>Cultural Resources Review Form</b> and all documents necessary for submission to ASP. The Arizona Department of Transportation Environmental Planning Group ( <b>ADOT EPG</b> ) and the <b>State Historic Preservation Office (SHPO)</b> will review and approve. <b>Note:</b> All project sponsors must submit this form within 30 days after notification of award approval.
<b>By July 7</b>	ASP will forward the <b>Cultural Resources Review Form</b> documents to ADOT EPG for a preliminary review. ADOT EPG will review the documents sent from applicants within two weeks of receipt. Complete documents will be approved no more than 30 days after the preliminary review has been completed.
<b>September 1</b>	Applicants must submit all <b>National Environmental Policy Act (NEPA)</b> documents to ASP. <b>Please Note:</b> Applicants may turn in the required Cultural Clearance Review Form and NEPA with their application or at any time prior to Due Dates. By doing so this speeds up the grants process.
<b>By September 2</b>	ASP will forward the <b>NEPA</b> documents to ADOT EPG for a preliminary review. ADOT EPG will review the documents sent from applicants within two weeks of receipt. Complete documents will be approved no more than 30 days after the preliminary review has been completed.
<b>September/October</b>	Arizona State Parks (ASP) will ask for obligation authority (funding for project) from FHWA within three days of notification of approval of NEPA and cultural clearance documents. Approval will take a maximum of 6 weeks.
<b>October/November</b>	State Parks staff will send a Project Sponsor Agreement to each successful project sponsor. This is a legal contract between the project sponsor and State Parks identifying the conditions upon which the funds are being awarded. The project sponsor should have the agreement reviewed by legal counsel.
	The project sponsor must return two signed originals to ASP. The agreement will be executed by State Parks within a week after submission. <b>PROJECT SPONSORS CANNOT PROCEED WITH ANY GRANT RELATED ACTIVITY PRIOR TO THE GRANT PROJECT AGREEMENT BEING EXECUTED. COSTS INCURRED PRIOR TO THIS TIME WILL BE CONSIDERED INELIGIBLE.</b>



## **IMPORTANT PROGRAMMATIC CHANGES in 2015**

This manual provides guidance in completing the January 2016 Grant Application for Non-Motorized, Motorized and Trail Maintenance projects.

All the information and necessary forms you will need to complete and provide are available in the 2016 Grant Application Packet except for the Grant Scope Sheet (Excel format). This Packet, and the Grant Scope Sheet are not included in the manual and can be downloaded separately from [AZStateParks.com/grants/](http://AZStateParks.com/grants/).

## **POINT ASSIGNMENT UPGRADE**

If a scope item cost is 10% or more of the total project cost, the applicant will receive all points awarded for the scope item (100%).

- New approach, proportional: If the cost of a scope item is less than 10% of the total project cost, applicants will receive points proportionately of scope item costs category (if a sponsor has 8% of costs in a category, they receive 80% of points.)
- Applicants, with the assistance from the Grants Coordinator, Mickey Rogers, will use a new Excel Spreadsheet and formula that will allow the sponsor to know how many points they will receive when they submit their project.

## **ON-LINE GRANT SYSTEM UPDATE**

Arizona State Parks staff have been working to develop an on-line grants management system to further streamline the grants program. Funding for this project has been secured and the request for proposals will be available soon. We anticipate having the system operational in 2016. Once active, the Arizona State Parks Grants Online Program will include all open and active grants, and reporting will be electronic and paperless.

## **AND LASTLY, IN CASE YOU HAVEN'T HEARD... WE'RE MOVING!**



**ARIZONA STATE PARKS' NEW HOME:  
23751 N 23rd Ave # 190, Phoenix, AZ 85085**

3) Organizations can also develop agreements with eligible project sponsors (i.e. public land managers) to act as “third party” applicants. Third party applicants may coordinate all phases of the project and receive direct reimbursement from State Parks with appropriate documentation from the eligible applicant/project sponsor.



## EXAMPLES OF ELIGIBLE PROJECTS

**\*For Trail Maintenance Projects only please refer to page 12**

### 1. ACQUISITION PROJECTS

- Designation, acquisition (or lease), and management of: future trail alignments or land for access roads, off-highway vehicle recreation facilities and off-highway vehicle use areas
- Acquisition of easements and fee simple title to property, is self-explanatory. This category may include acquisition of old road or railroad bridges to be used as recreational trail bridges.
  - a) § 206(g)(1) prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller.



### 2. DEVELOPMENT PROJECTS

- Develop and construct new trails.
- Enhancement of recreational facilities for non-motorized and motorized use (Examples include: trailheads, restrooms, signage, and picnic areas).
- Connect routes and trails for both non-motorized and motorized.
- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, may be interpreted broadly to include development or rehabilitation of any trailside and trailhead facility.

- a) [The terms "trailside and trailhead facilities" mean trail components or associated facilities which serve the purpose and safe use of the recreational trail and may include but not be limited to the following: 1) drainage, 2) crossings, 3) stabilization, 4) parking, 5) signage, 6) controls, 7) shelters, and 8) water, sanitary, and access facilities.]



- b) The definition of "rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of RTP funds. If a State has difficulty deciding about the eligibility of a particular trailside or trailhead facility contact the ASP Grants Leader.

### 3. MAINTENANCE PROJECTS

- Maintenance and repair of non-motorized and motorized trails.
- Maintenance and restoration of existing trails- may be interpreted broadly to include any kind of trail maintenance, restoration, or relocation. This category may include maintenance and restoration of trail bridges, or providing appropriate signage along a trail.

- Renovation – defined as the redesign, reconstruction, non-routine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact on the natural environment. Other reasons for renovation may include erosion and deterioration, improper original alignment, improper design, safety-related issues due to hazardous conditions, and natural disasters.
- Mitigation - defined as rectifying or reducing existing damage to land and the revegetation and the prevention and restoration of damages to natural (flora, fauna) and cultural resources (prehistoric or historic archaeological sites) caused by unauthorized uses including the closure of existing access roads, off-highway vehicle use areas and off-highway vehicle routes and trails.

#### **4. PURCHASE AND LEASE OF RECREATIONAL TRAILS EQUIPMENT**

- Construction and maintenance equipment, including utility vehicles and trail grooming machines, provided the equipment is used primarily to construct and maintain recreational trails. This provision does not include purchase of equipment to be used for purposes unrelated to trails. For example, a utility vehicle purchased under this program must be used primarily for trail and trailside maintenance, not to maintain open lawn areas or sport fields.
  - a) Arizona State Parks does track all capitol equipment purchases and the review of equipment will be part of inspection/site visits.
- For projects on Federal land, the most important requirement is that the Federal agency land manager must approve of the project in accordance with applicable Federal laws and regulations. This category may include construction of new trail bridges, or providing appropriate signage along a trail.

#### **5. EDUCATION PROJECTS**

- Development and dissemination of non-motorized and motorized trails related user information, environmental education programs, information, signage, maps and responsible use programs.
- Education and workshop components will be eligible for grant funding. States are permitted to use up to 5 percent of the apportionment each fiscal year for the operation of educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails.

##### **TYPICAL EDUCATION PROJECTS MAY INCLUDE:**

- a) Development and operation of trail safety education programs.
- b) Development and operation of trail-related environmental education programs.
- c) Production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.

#### **6. LAW ENFORCEMENT PROJECTS**

- Enforcement of off-highway vehicle laws.

#### **ADDITIONAL ELIGIBLE PROJECTS AND COSTS**

- Design and engineering costs incurred after the project agreement is executed are an eligible cost.

- Cultural/environmental/archeological assessments are eligible for reimbursement related to motorized trails only with prior approval.

### NON-ELIGIBLE PROJECTS/ITEMS

- 1) Food, beverages, and other considerations are not an eligible cost.
- 2) Landscaping and irrigation are not eligible scope items. Landscaping is defined as the addition of trees, bushes, shrubs, cacti, grass, flowers, or rock to enhance an area.
- 3) Development of local or regional plans is not eligible for funding.
- 4) Funds cannot be used for administrative or overhead costs, or costs associated with this grant application preparation.
- 5) Costs incurred prior to PROJECT APPROVAL are not eligible for funding. These may include: Costs associated with design and engineering are not eligible for reimbursement without prior approval.
- 6) Monies in the Off-highway Vehicle Recreation Fund and the Recreational Trails Program shall not be used to construct new motorized and non-motorized trails or routes on environmentally or culturally sensitive land unless the appropriate land management agency determines that certain new trail construction would benefit or protect cultural or sensitive sites. For the purposes of this subsection, “environmentally or culturally sensitive land” means areas of lands that are either:
  - Administratively or legislatively designated by the federal government as any of the following: (a) **A national monument**; (b) **An area of critical environmental concern**; (c) **A conservation area**; or (d) **An inventoried road-less area**.
  - Determined by the applicable land management agency to contain significant natural or cultural resources or values.

### GRANT POLICIES

- 1) An entity may submit one application per grant cycle.
- 2) Project sponsors who have a current project agreement (OHV/RTP) must be at least 50% completed at the time a new application is submitted.
- 3) Each Forest Ranger District and Bureau of Land Management (BLM) Field Office will be considered as a separate entity.

### DOCUMENTS REQUIRED IMMEDIATELY POST-AWARD

Once an applicant is approved and notified for funding (Last week in May 2016):

**STEP I.** Submit the **Cultural Clearance Review Form** within thirty (30) days.

**STEP II.** If applicable, submit the National Environmental Policy Act (**NEPA**) document within ninety (90) days of that notification. Forms are provided in the Application Packet. Instructions for completing the forms are on pages 30-31.

The **NEPA** document is required for applicants awarded funds from the RTP program. Prior to March 1, 2016 State Parks will determine the funding source of your project and determine if you are required to complete a **NEPA** form.

**NOTE:** A project may be cancelled if these required documents are not received by set deadlines. Applicants are encouraged to submit these forms as early as possible.

- 1) Cultural and environmental clearance forms and documents (e.g. surveys, FONSI reports) may be submitted with the grant application or at anytime prior to the award notice. Early submission of these documents will speed up the approval process and ultimately allow sponsors to start projects sooner. Meeting these deadlines will make it possible for Grants staff to meet the goal of executing a project agreement within six months (180 days) after State Parks Board funding approval.

**STEP II:** Once a project agreement has been signed, sponsors must keep projects active with expenses incurred and reimbursements requested. Failure to do so for a period of nine (9) months or more will result in funding for the project being withdrawn.

### **NINE-MONTH (9) RULE**

As previously indicated projects must be shovel ready. Work is defined as incurring expenses and requesting reimbursements for the trail project. Any project that does not incur expenses over any 9-month period will have their funding withdrawn. A project may be cancelled if for any reason a project agreement cannot be executed within 180 days of funding approval. It is anticipated that most projects will be notified of an award by May 2016. Failure to meet this requirement will result in cancellation of the agreement. Funds allocated to cancelled projects will be returned to the appropriate fund for reallocation to other projects.

APPLICATIONS FROM PROJECT SPONSORS THAT HAVE NOT COMPLIED WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED.

## **CHAPTER II. THE OFF-HIGHWAY VEHICLE PROGRAM**

### **WHO ADMINISTERS THE OHV PROGRAM?**

State Parks staff, with the assistance of the Off-Highway Vehicle Advisory Group ([OHVAG](#)) and the Arizona Outdoor Recreation Coordinating Commission ([AORCC](#)), administers the Statewide OHV Recreation Program.

The OHVAG establish funding priorities and evaluation elements that reflect the high priority needs of motorized trail users. Criteria to evaluate and fund OHV project applications are consistent with the priorities established in the 2015 State Trails Plan and the **Arizona State OHV** statute ([A.R.S. §28-1176](#)).

#### **The Mission of the OHV Program:**

*To develop and enhance statewide off-highway vehicle recreational opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation.*

### **BRIEF HISTORY & SOURCE OF OHV FUNDS**

The Off-Highway Vehicle Recreation Fund (A.R.S. §28-1176) has been in existence since 1991. The Arizona Legislature appropriated .55% of the state's annual vehicle gas tax revenue to support the Fund.

In 2009, new OHV legislation was enacted to provide more regulation of OHV usage and additional funds to support law enforcement and facility development.

All vehicles weighing less than 1800 pounds and designed primarily for travel over unimproved terrain are required to display an indicia (sticker) distributed through the Department of Motor Vehicles. The \$25 cost of the sticker is added to the OHV Recreation Fund.

State Parks receives 60% of the money in the Fund and a review team is required to examine applications for eligible projects and determine the amount of funding, if any, for each project.

- Although there are no matching requirements for projects under \$300,000.00, sponsors are encouraged to demonstrate a commitment to their project by providing match or funds to supplement the requested grant amount.

**Note:**

- a) Project sponsors requesting more than \$300,000 in grant funds must equally match any grant funds over that amount. For example, a project costing \$355,000 will need to provide \$355,000 in match.
- b) Project sponsors who provide match of at least 15% will receive points in the BONUS CATEGORIES MOTORIZED PRIORITY of the Project Criteria Scoring.

## CHAPTER III. RECREATIONAL TRAILS PROGRAM (RTP)

### PROGRAM OVERVIEW

The [Recreational Trails Program \(RTP\)](#) provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. Funding moves from the Federal Government to ADOT and then to Arizona State Parks.

The RTP is an assistance program of the Department of Transportation's Federal Highway Administration (FHWA). Federal transportation funds benefit a number of recreational activities including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, and other off-road motorized activities.

### ADMINISTERING THE RTP PROGRAM

Arizona State Parks is the agency responsible for administering RTP funds in Arizona. The RTP grant funds awarded to projects in Arizona must be divided between motorized (30%), non-motorized (30%), and diverse (40%) trail projects. Diverse trail projects are those that accommodate two or more user groups (e.g., hiking and equestrian, or hiking and ATV use, etc.). Project grants require the project sponsor to match 5.7% of total project costs, either with in-kind contributions or dollars. A federal agency must provide at least 5% of the total project cost from a non-federal source. The remaining .7% of the total project cost can come from other federal sources. Other guidance for matching funds is available in the **Match Guidelines** section on page 35.



## CHAPTER IV. TRAILS MAINTENANCE PROGRAM

### (Non-motorized trail projects only)

#### PROGRAM OVERVIEW

The Arizona State Parks RTP Trail Maintenance Program was initiated in 2001 to meet a need identified in the Arizona Trails 2000 Statewide Motorized and Non-motorized Trails Plan. Respondents to the surveys that gathered information for that plan indicated that it was more important for them to have existing trails maintained than new trails built. That finding was reiterated in the 2005, 2010 and 2015 Arizona Trails: Statewide Motorized and Non-motorized Trails Plan.

State Parks realized that continuing budget reductions were making it nearly impossible for land managers to keep their trails properly maintained. In an attempt to avoid the cumbersome process involved with some grant programs, State Parks created a simple application form and a process to pay trail maintenance crews directly to avoid additional paperwork for the land managers. To date approximately \$9 million dollars has been spent to improve trail conditions all over Arizona.

Trail Maintenance projects, unlike other eligible motorized and non-motorized projects, address only routine maintenance on existing trails. This work could include tread maintenance, clearing of pathways, drainage on existing trails, replacing existing fencing, and is limited to minor reroutes to a current non-motorized trail. Trail Maintenance provisions:

- 1) Shovel ready
- 2) Completed in a year or less.
- 3) The project cost can be between \$10,000-\$30,000.

The Trail Maintenance Program requires completion of both the **Cultural Clearance Review Form** and **NEPA**. Once selected, project sponsors must provide documents satisfying the NEPA requirements for the project area. When these documents have been approved, funding will be secured and project sponsors will be notified by ASP to proceed.

#### TRAIL MAINTENANCE ELIGIBLE WORK

- Funds from the Trail Maintenance Program can only be used to cover labor costs from ASP contracted trail crews and materials and supplies.
- Trail Crew(s) and Project Sponsor staff or volunteers may perform the following tasks under the Trail Maintenance Program:
  - 1) Tread maintenance (grading tread, slough and slide removal, slump repair, surface replacement with similar material).
  - 2) Clearing of the pathway (brush removal, hazard tree removal, litter, backslope grooming).
  - 3) Drainage (cleaning and repairing structures, culverts, underdrains, water bars, grade dips and drainage ditches).
  - 4) Replacing or repairing existing fencing, guardrails, berms and retaining walls with similar materials.
  - 5) Structure maintenance (bridge and dam rehabilitation).
  - 6) Repairing or replacing with similar material existing signage, kiosks, and markers.



- 7) Trail reroutes or realignment beyond 5 feet of each side of an existing trail surface, construction of connector trails, and any work that does not take place on the existing trail which is done with appropriate NEPA review and approval, however, “new trail” construction is limited to short segments.

### BASIC STEPS-TRAIL MAINTENANCE PROGRAM

- 1) The project sponsor solicits this work to be completed by a list of approved trail contractors provided by Arizona State Parks. [Click here](#) for the current list.
- 2) The sponsor selects the trail crew.
- 3) The project sponsor will then:
  - a) Contact Arizona State Parks to get the approval to proceed with the project;
  - b) Work with the crew leader to schedule the work;
  - c) Forward a certification of match (5.7%) prior to the start of the project;
  - d) Once the project is completed, the project sponsor will send a certification of completion to Arizona State Parks. The trail crew will send an invoice to State Parks for this work and State Parks will pay for this crew’s work directly.

### HOW ARE TRAIL MAINTENANCE PROGRAM PROJECTS SELECTED?

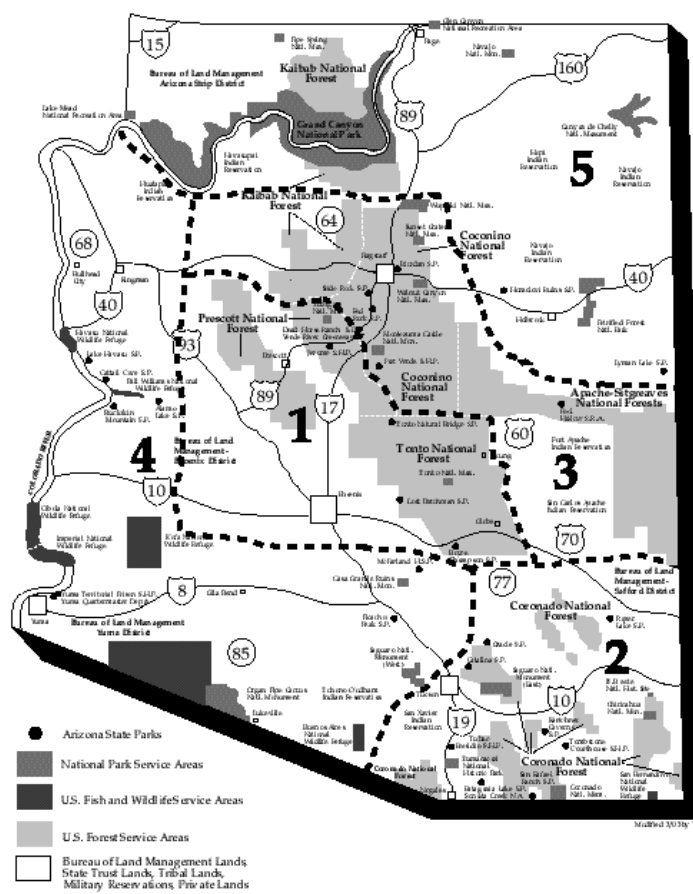
Projects are selected based on a model that divides the state into units representing land management boundaries.

Projects will be assigned to each of the five areas (see **Chart 1** to the right) and one project will be drawn from each area.

If there are funds still remaining, the projects selected will be drawn at random until funds have been distributed.

Project sponsors who have not received Trail Maintenance Program funding in the last two cycles will have first priority.

Chart 1. Regional Distribution



## CHAPTER V. COMPLETING THE APPLICATION PROCESS

- 1) To simplify the process from previous grant cycles we have separated the required documents/forms needed for the application from the manual document and placed the items into a packet -the **2016 Grant Application Packet**.
- 2) To complete the documents/forms (*Application*, *Grant Criteria Response Form* and the *Eligibility Forms*) please refer to the sample 2016 Grant Application Packet on the website.
  - a) Applicants must contact Mickey Rogers, ASP, to discuss their project and to receive an official application.

### SECTION I.

#### PAGE 1-2: GRANT APPLICATION FORM

All information must be typed.

- ✓ **Project Sponsor Name:** Enter the name of the eligible entity / organization submitting the grant application..
- ✓ **Project Sponsor Address:** Enter the official mailing address of the entity / organization.
- ✓ **Website Address:** Enter Agency's website address
- ✓ **Project Coordinator:** Enter the name, title, telephone number, and email address of the individual who will have the day-to-day responsibility for the project.
- ✓ **Secondary Contact:** Enter name, title, telephone number and e-mail address of an individual who is involved in the project in event the project contact is not available. **Note:** Most projects can take 1-3 years to complete and during the life of a project several changes with staff can occur to cause project delays, misunderstandings and critical mistakes. Because many project coordinates are called out on fires or other activities for weeks or months ASP is requesting that each sponsor assign at least two staff to a project.
- ✓ **Third Party:** If the project sponsor is developing the project in cooperation with a third party, enter the name of the cooperating entity / public land managing agency.
- ✓ **Third Party Contact:** Enter the name, web address, title, telephone number, and email address of the individual associated with the third party organization, who will have the day-to-day responsibility for the project.
- ✓ **Project Title:** Enter the title of the proposed project incorporating the affected site and the essence of work to be accomplished (e.g. "Rugged Hill Trailhead Development" or "Crooked Spine Trail Renovation"). Limit the title to 40 characters or less.
- ✓ **U.S. Congressional District:** Enter the number of the U.S. Congressional district(s) in which the project site is located.
- ✓ **State Legislative District:** Enter the number of the State Legislative District(s) in which the project site is located. **Follow this link to locate District information:** <http://azredistricting.org/districtlocator/>
- ✓ **County:** Enter the name of the county(s) in which the project is located.

**1. Brief Description of the Project:** 250 Words or Less. Summarize the project proposal. Describe the scope and nature of what is to be accomplished. Indicate the types of proposed improvements to be developed or parcels to be acquired.

**2. Trail Information:** In the Table provided list all trails, the trail #, with approximate length to be included in the Project Area. A total of 14 rows are provided, if more space is needed please attach to the Application.

**3. List total miles of new trails to be constructed.** Project specific.

**4. List number of miles to be maintained.** Project specific.

**5. Will this project involve youth participation?** With so many youth living in cities and automobile-dominated suburbs, fewer opportunities exist for today's youth to directly experience and explore natural wonders. ASP is encouraging agencies to incorporate youth into their trails activities. This is a Yes/NO question, however, applicants may include information in the project summary and or in the Criteria Responses on ways this project would involve youth.

✓ **Uses Allowed on Trail:** Please check all of the boxes of users that will be allowed on the proposed trail.

✓ **Eligible Category(ies):** Please check all of the appropriate category(ies) for the proposed work on your trail project

#### **Project Funding:**

✓ **Grant Request** -- Enter the amount of the request for grant funds.

✓ **Match Amount** -- Enter the amount for which the project sponsor will be responsible.

✓ **Total Project Cost** -- Enter the total cost of the proposed project, which equals the grant request amounts plus the match amount. These figures must mirror the figures provided on the Estimated Project Cost Sheet, Cost Breakdown Sheets, and the Resolution/Authority to Apply.

**Certification & Authorized Signature:** The certified application form MUST be signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project (same person as specified in project sponsor's **Resolution/Authority To Apply For Application, 2016 Grant Application Packet**). Please type the signer's name and title below the signature.

**Note:** The Forest Supervisor must sign if applicant is National Forest Service. The District/Field Manager must sign if applicant is the Bureau of Land Management.

## **SECTION II. GUIDANCE FOR COMPLETING THE GRANT CRITERIA FORM FOR MOTORIZED AND NON-MOTORIZED PROJECTS**

This Section provides specific guidance on how to provide effective narratives for the Grant Criteria Response Form; located in the **APPLICATION PACKET, SECTION II. GRANT CRITERIA RESPONSE FORM**

The *Criteria Form* and supporting documentation is used to describe and identify the scope of the project and how requested funds will be used. Grants are awarded to projects that best meet the needs identified in the “[Arizona Trails 2015 Plan](#).”

### **SCORING THE PROJECT APPLICATION**

- 1) Projects are scored and ranked based on the Priorities and Scope Items identified in Plan. The raters will not award points under any criterion or bonus section if an appropriate response has not been submitted.
- 2) Each Scope Item is assigned a point value. To view specific point allocations and total points a project can achieve refer to *Tables 2 and 3 below*.
- 3) Costs associated with scope items that accomplish these high priority needs must represent a significant portion (10% or more) of the total project cost to get full points for a scope item.
- 4) Costs less than 10% for a scope item will receive partial points based on the pro-rated percentage of the total project cost. For example, if a scope item worth 12 points had 5% of the total project cost, the sponsor would receive 6 points.
- 5) For sponsors with an active project agreement: Project sponsors are required to submit quarterly progress reports to ASP and they must ensure that the reports are submitted at the end of each calendar quarter. If reports are not submitted by the due dates, points may be lost during the grant rating process for future grant projects.
- 6) The final step to determine your project’s score requires assistance from the Grants Program Leader. Sponsors will learn how to translate the written narratives they have submitted on the Criteria Form over to the **Grant Scope Sheet**. This Excel Cost Sheet is formatted so that your agency will know the total project points prior to submitting the grant.

### **AVAILABLE FUNDS ARE AWARDED ON THE BASIS OF:**

- (1) **Meeting High Priority Needs**
- (2) **Good Use of the Funds.**

**Please Note:** “*Good use of the funds*” will improve a project’s score, however, projects that “*meet high priority needs*” will receive the highest possible score.

To give a proposed project the best opportunity to score points, the project sponsor must understand what elements (scope of work) should be included in the project to satisfy specific priorities in the Trails Plan. An appropriate response specifically addresses the scope item or question being asked and includes the requested documentation.

## INSTRUCTIONS FOR COMPLETING THE CRITERIA RESPONSE FORMS FOR MOTORIZED & NON-MOTORIZED PROJECTS

- 1) Choose from only one Priority list –either from the **Non-Motorized** or **Motorized** Priorities list.
- 2) Select the Priorities and Scope items from the one Priority list that best fits your project.
- 3) Written narratives for each scope item (s) you select will have a maximum word count of no more than 250 words. (Please be brief and concise)
- 4) On the Criteria Form you must provide a written description of the proposed scope items (criterion) and explain how each scope item meets the intent of the specific priority. A scope item must be designed to meet the requirements of a specific criterion. Therefore, scope items cannot be submitted for more than one criterion.

The motorized and non-motorized recommendations may be listed as “*First Level Priority*,” “*Second Level Priority*” and “*Third Level Priority*”. It is important to note all recommendations within each level have equal weight and Arizona State Parks acknowledges that all recommendations are important for effective management of motorized and non-motorized trails. After every recommendation, a subsequent action is provided as an example of how to satisfy the recommendation. Agencies are encouraged to generate actions conducive to their settings.

Review each *Priority* and *Scope Item* listed below (pgs. 18-19) and the information provided in the **2015 Trails Plan**.

Project Focus Scenarios	UTILIZE the Motorized List	UTILIZE the Non-motorized List
Your project focus is solely on motorized trails & projects:	✓	
Your project focus is solely on non-motorized trails & projects:		✓
The focus of your project <b>consists of</b> combination of motorized and non-motorized trails:	✓	
*Non-motorized Trail Maintenance Projects	Not required	Not required

**\*NON-MOTORIZED TRAIL MAINTENACE PROJECTS** are not required to complete the **CRITERIA RESPONSE FORMS**. Again, please contact the Grants Coordinator, Mickey Rogers at ASP to determine project type AND correct application.

**MOTORIZED PRIORITIES Table 2**

<b>First Level Priorities Motorized Recommendations</b>	<b>Possible Points</b>
<b>SCOPE ITEMS</b>	
Protect Access to Trails/Acquire Land for Public Access	12
Maintain and Renovate Existing Trails and Routes	12
Provide and Install Trail/Route Signs	12
Establish and Designate Motorized Trails, Routes & Areas	12
<b>Second Level Priorities</b>	
Develop Support Facilities	8
Provide Maps and Trail/Route Information	8
Mitigate and Restore Damage to Areas Surrounding Trails, Routes and Areas	8
<b>Third Level Priorities</b>	
Provide Educational Programs	5
Completion of Environmental/Cultural Clearance and Compliance activities	5
Increase On-the-Ground Management Presence and Law Enforcement	5
<b>TOTAL POSSIBLE POINTS FROM 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> LEVELS</b>	<b>87</b>
<b>Bonus Points -2 Points for Each Item</b>	
Promote Comprehensive Planning and Interagency Coordination	2
Dust Abatement	2
Local need Per the Priorities Identified in the <a href="#">SCORP</a> or Local/Regional Plan	2
Community Support/Public Support	2
First Time Project Sponsors/New Areas	2
Matching of at least 15% of total project cost	2
Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project	2
Multiple Motorized Use (3 or more motorized uses)	2
<b>TOTAL POSSIBLE BONUS POINTS</b>	<b>16</b>
<b>TOTAL POSSIBLE POINTS (1<sup>ST</sup> LEVEL, 2<sup>ND</sup> LEVEL, 3<sup>RD</sup> LEVEL &amp; BONUS POINTS)</b>	<b>103</b>



**NON-MOTORIZED PRIORITIES Table 3**

<b>First Level Priorities</b>	<b>Possible Points</b>
<b>SCOPE ITEMS</b>	
Renovation and Maintenance of Existing Trails	12
Protect Access to Trails / Acquire Land for Public Access	12
Mitigate and Restore Damage to Areas Surrounding Trails	12
<b>Second Level Priorities</b>	
Provide Educational Programs	10
Enforce Existing Rules and Regulations	10
Provide and Install Trail Signs	10
Develop Support Facilities	10
Construct New Trails	10
Provide Maps and Trail Information	10
<b>TOTAL POSSIBLE POINTS FROM 1<sup>ST</sup> AND 2ND LEVEL PRIORITIES</b>	<b>96</b>
<b>Bonus Points 2 Points for Each Item</b>	
Matching funds at least 10%	2
Youth Corps Involvement	2
American with Disabilities Access/Standards met	2
All SHPO/NEPA documentation included in application	2
First time applicant	2
Diversity of Trail Use	2
<b>TOTAL POSSIBLE BONUS POINTS</b>	<b>12</b>
<b>TOTAL POSSIBLE POINT (1<sup>ST</sup> LEVEL, 2<sup>ND</sup> LEVEL,</b>	<b>108</b>

The following pages (20-25) below provide more detail on the recommended issues and action items for each Priority and Scope Item.

- These are the criteria forms, including helpful tips, used to describe and identify the scope of the project and how requested funds will be used.
- Choose from any number of priorities and individual scope items and provide short narratives (Max 250 words)

## **MOTORIZED PRIORITIES**

### **First Level Priority**

#### **SCOPE ITEMS 1-4**

**12 POINTS EACH**

##### **1. Protect Access to Trails/Acquire Land for Public Access.**

Project must acquire title or permanent easement to qualify for points under this criterion.

##### **2. Maintain and Renovate Existing Trails and Routes**

To score points under this criterion a project must take an action to maintain and/or renovate existing trails. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts.

Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost. Costs to educate the public about littering should be included in the Education criterion (**Scope Item #8**).

##### **3. Provide and Install Trail/Route Signs**

The cost for signs that identify routes or provide trail related information such as distances, directions, obstacles, etc. are eligible under this criterion.

Time and materials needed to coordinate and train volunteers to monitor, install or replace signs are eligible project costs if volunteer time for sign installation or maintenance is included as part of this project.

Kiosks are a support facility and informational signage and/or maps may be installed on a kiosk.

##### **4. Establish and Designate Motorized Trails, Routes, and Areas**

Costs for surveys to meet NEPA and cultural clearance requirements are eligible under this criterion. Surveys must be initiated with the intention to open new trails and routes. The costs of the surveys are reimbursable even if they indicate that the trails cannot be opened for substantiated reasons.

Agency or contracted time to review route data and surveys (route evaluation) is an eligible cost. Time spent by staff or volunteers collecting route related-information is eligible. Route evaluation must result in a map of approved routes that is published and available to the public as part of this proposed project. Costs for the design and production of maps must be identified under Scope Item 6 – Provide Maps & Trail Route Information.

### **Second Level Priority Components**

#### **SCOPE ITEMS 5-7**

**8 POINTS EACH**

##### **5. Develop Support Facilities**

Wildlife viewing blinds and platforms and all support facilities must be developed as an amenity directly related to an OHV use facility or area. Eligible costs include picnic areas and campsites at trailhead. Support facilities should be accessible to all users and comply with ADA standards.

##### **6. Provide Maps and Trails Information**

Costs to design and produce maps are eligible under this criterion. This criterion also includes the cost to provide electronic route information to users.

##### **7. Mitigate & Restore Damage to Areas Surrounding Trails, Routes & Areas**

A project must include components specifically designated to accomplish the suggested actions. Installing signage that promotes environmental protection must be done in addition to on-the-ground actions.

Costs to educate the public about littering should be included in the Education criterion

### **Third Level Priority Components**

#### **SCOPE ITEMS 8-10**

**5 POINTS EACH**

##### **8. Provide Educational Programs**

Projects should: 1) promote “share the Trail” and emphasize cooperation, tolerance and respect for all trail users; 2) increase bilingual education resources for trail etiquette and environmental education; 3) emphasize educational messages that promote self-responsible behaviors; 4) post rules and regulations at trail heads; 5) develop consistent responsible use messages and promote through websites, newspapers, mass and social media; 6) develop and implement approved State OHV curriculum; and/or 7) incorporate OHV recreation use into driver education for youth programs.

##### **9. Completion of Environmental/Cultural Clearance and Compliance Activities**

Develop travel management plans and ensure the designated areas include projects which can be done in a reasonable amount of time. (within three years)

Work closely with the public to ensure recreational trails they favor are incorporated into initial travel management plans. Requests should include quickly achievable on the ground improvements such as installing signs, kiosks, staging areas, maps and building new connector trails.

##### **10. Increase On-The-Ground Management Presence & Law Enforcement**

Projects that include any of the suggested actions under this criterion must demonstrate a plan to systematically improve behaviors in a specific area. Law enforcement time may not be billed at over-time rates. Time and materials needed to coordinate and train volunteers to interact with the public are eligible project costs if volunteer time interacting with the public is included as part of the scope of this project.

### **BONUS CATEGORIES**

#### **SCOPE ITEMS 11-18**

**2 POINTS EACH**

##### **11. Promote Comprehensive Planning and Interagency Coordination**

Points to any project that identifies cooperation between more than one agency as key to the completion of a scope item. The project sponsor must identify what the other agency brings to the project to allow it to move forward.

##### **12. Dust Abatement**

Identify the action being taken and explain how it actually reduces [dust emissions](#).

##### **13. Local Need Per the Priorities Identified in the State Comprehensive Outdoor Recreation Plan (SCORP) or Local/Regional Plan.**

Project sponsors must identify a relevant established plan and explain and document: (a) what circumstances brought the project to the forefront and why this project is a priority; and (b) what public outreach efforts were taken (e.g. public hearings, surveys, ads in local media, etc.). Tell how the identified local need will be accomplished by the project. NOTE: A copy of the relevant section of the plan must be provided with the pertinent information highlighted.

##### **14. Community Support/Public Support**

Project sponsor must show how the public (motorized individuals or groups only) demonstrated support and affirmation for the project. Documentation specific to the proposed project is required. Support from government entities, political representatives, business/economic organizations, community groups and others not exclusively representing motorized users are considered support.

**15. First Time Project Sponsors/New Areas**

The entity or organization proposing the project has never received an OHV project grant from State Parks or State Parks OHV grant funds have never been used for on-the-ground development in the proposed project area.

**16. Matching Funds (15% or more of Total Project Cost)**

Match identified on the Certified Grant Application Form will equal or exceed 15% of the total project cost.

**17. Expansion, Phase, or Connection to an Existing Successful OHV Grant Funded Project**

Project sponsor must explain how the proposed project expands or connects to an existing project funded with State Parks OHV grant funds.

**18. Multiple Motorized Use (3 or more motorized uses)**

Project sponsor must explain how proposed project will benefit at least three different motorized user groups. Off-highway vehicles are motorized vehicles that include all-terrain vehicles (ATVs), utility terrain vehicles (UTVs, side by sides, recreational off-highway vehicles or ROVs), sandrails, dirt bikes, trail bikes (competitive), four-wheel drive vehicles, rock crawlers, snowmobiles, dune buggies, and other motorized vehicles when operated primarily off of highways on land, water, snow, ice or other natural terrain. User groups include individuals who use an OHV to access any type of outdoor activity.

## **NON-MOTORIZED PRIORITIES**

### **First Level Priority**

#### **SCOPE ITEMS 1-3**

**12 POINTS EACH**

#### **1. Renovation and Maintenance of Existing Trails and Support Facilities.**

Under this criterion a project must take an action to maintain and/or renovate existing trails or its support facility. This can be accomplished by staff labor, contracted labor, or coordinated volunteer efforts. Time needed to coordinate and train volunteers to provide trail maintenance is an eligible project cost. Costs to educate the public about littering should be included in the Education criterion.

#### **2. Protect Access to Trails / Acquire Land for Public Access.**

Under this criterion, a project must acquire title or permanent easement. Access refers to the ability of the user to get to the trailhead or area where the recreational opportunities exist.

#### **3: Mitigate And Restore Damage To Surrounding Trails.**

Areas around trails become damaged for a host of reasons. To score points under this category, a project must include components specifically designated to rectify or reduce this damage along or on a trail. Installing signage that promotes environmental protection must be done in addition to on-the-ground actions. Costs of signage must be included under signage scope item.

#### **SECOND LEVEL PRIORITY COMPONENTS**

#### **SCOPE ITEMS 4-9**

**10 POINTS EACH**

#### **4. Provide Educational Programs and Trail Etiquette**

Projects, which include promoting “share the trail” and emphasize cooperation, tolerance and respect for other trail users, are eligible under this criterion. Other actions would be bilingual educational resources, Leave No Trace, Carry-in/Carry-out, and Tread Lightly. Interpretive panels along the trail are an eligible scope expense under this category.

#### **5. Enforce Existing Rules and Regulation**

Trail rules and regulations are often unknown or ignored by users. People not following existing rules and laws create conflicts with other users and adjacent landowners. Programs that promote volunteer clubs or individuals to patrol and monitor trail use and educate users about these rules is eligible under this category. Actions such as installing regulatory signs, imposing heavier fines for repeat offenders and installing complaint registers or provide enforcement contacts to report inappropriate are eligible scope items under this category.

#### **6. Provide and Install Trail Signs**

Projects which include costs for signs that identify routes or provide trail related information such as distances, directions, obstacles, rules and regulations, are eligible under this criterion. Time and materials needed to coordinate and train volunteers to monitor, install or replace signs is an eligible project cost. Regulatory signs are limited to safe trail use and environmental protection. **Bilingual signage is encouraged for trail projects maps and signs.**

## **7. Develop Support Facilities**

For RTP purposes, support facilities include trailheads and access road, restrooms, kiosks, protective fencing, water for humans and/or stock, hitching rails, and bike racks as eligible costs. Camping and picnic sites are not eligible. Lighting for trailhead areas is eligible, but not for trails.

## **8. Construct New Trails**

The proposed project must include construction of multiuse or specialized trail on a previously unused or unauthorized alignment. Trail realignment outside of fifteen feet of the existing corridor is considered a new trail. However, to score points in this category the estimated cost for the new trail construction must be at least 50% of the total cost for the new trail and any trail maintenance / renovations included in the proposed project.

## **9. Provide Maps and Trail Information**

Reprinting trail or trail system maps is not eligible for RTP funding.

Maps that are included with new trail construction projects that are part of a trail safety and environmental protection brochure are eligible. You must provide an example of the proposed layout with the application and the final draft must be reviewed and approved before printing.

### **BONUS POINTS**

#### **SCOPE ITEMS 10-16**

**2 POINTS EACH**

#### **10. Project Includes Matching Funds Of At Least 10%**

A project must have 10% or greater match and must include documentation prior to submittal. Documentation may include letters from volunteer groups, staff time and equipment and other matching funds.

#### **11. Youth Corps Involvement With Trail Work**

Federal legislation encourages the use of Youth Conservation Corps or Service Corps for their projects. To receive points, a portion of the trail work/maintenance must have a documented letter of support from a youth corps with an agreement that some or all of the proposed work will be done using a youth corps.

#### **13. Includes ADA access/standards**

To receive points, a project must include more than 50% of the project to reach ADA standards to include not only the trail, but also the signage and support facilities.

#### **14. All Required SHPO/NEPA Documents Are Included.**

Projects submitted should be shovel ready if approved. To receive bonus points, a project that has all of the required State Historic Preservation documentation and National Environmental Policy Act documentation complete.

#### **15. First Time Applicant**

#### **16. Diversity of Trail Use**

Trail is open to more than one type of user group.



## SECTION III. ELIGIBILITY FORMS

Following is a list of instructions for completing the **Eligibility Forms**. The forms are located in the **2016 Grant Application Packet, Section III**, starting on page 7.

NOTE: Applicants MUST use the current **2016 Grant Application forms** to be eligible.

INFORMATION FOR THIRD PARTY ORGANIZATION PROJECT SPONSORS (E.G., NON-PROFITS)

### ORGANIZATION/THIRD PARTY REQUIREMENTS

Organizations, clubs, businesses, and any groups that can meet the terms of the grant program and enter into a project agreement are eligible project sponsors.

Must provide the following at the time of application:

- a) Authority to Apply - this is a statement from the governing body of the organization stating the organization has met and discussed the proposed project in a properly scheduled meeting and the organization supports the mission of the Programs and will commit the necessary resources to the completion of the proposed project and has authorized the organization to be a party to this grant. Form provided on pages 10-11 of the Grant Application Packet.
- b) Organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.
- c) Previous two-year's operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.
- d) Articles of Incorporation, 501c(3) certification, if appropriate.
- e) IRS determination letter evidencing tax status as of December 31, 2014 (most recent available), if applicable.
- f) Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.

**NOTE:** A third-party organization making improvements on property in the control of an entity (e.g., public land managing agency) must submit a document identifying that authority has been received from that entity to make the proposed improvements. The document may be as simple as a letter on agency letterhead, but it must state the following:

- The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.
- The entity must state that the organization has the support of the entity and authority to access the project site and implement the proposed improvements.
- The entity and the organization must agree that the improvements become the property of the entity and that the entity will maintain the improvements in a condition suitable and available for safe public use for a period of time commensurate with the cost of the improvement to reasonably justify the investment of grant funds.
- The entity must advise State Parks of any proposed changes in the use of the developed property.

**ASSURANCE OF COMPLIANCE****TITLE II. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 (p. 5)****(ALL APPLICANTS ARE REQUIRED TO COMPLETE THIS FORM)**

This form must be signed by the individual authorized by the Resolution and submitted with the application to be considered complete. It is the project sponsor entity / organization statement that they comply with all tenets of [Title II of the ADA](#). It does not require all aspects of a project to be ADA compliant, however, Arizona State Parks is encouraging all agencies and applicants to consider individuals with disabilities when instituting projects. [Click here](#) for additional RTP accessibility guidance.

**COMPLETING THE APPLICATION RESOLUTION FORM /****AUTHORITY TO APPLY (pages vary depending on entity)****PURPOSE OF THE RESOLUTION/AUTHORITY TO APPLY FORMS**

- The intent of these forms is to provide evidence of control and tenure of the project site and authority to apply.
- To protect investments made by the Arizona State Parks Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. Control and tenure may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement.
- The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.
- Federal, Tribal, or Arizona State Land Department Project Sponsors must submit a letter that clearly states the project sponsor has the authority to apply for Recreational Trails Program and Off-Highway Vehicle Program funds. This letter must address the same issues as are addressed in the CONTROL AND TENURE / APPLICATION TO APPLY letter provided and the letter must be signed by an appropriate official authorized to commit funds.
- Project sponsors in this group can satisfy the Control and Tenure requirements of the application process by incorporating in their letter an appropriate statement addressing the project sponsor's intent to use the land under its stewardship for the purpose expressed in this application. The LETTER provided on page 8 may be edited as needed by the applying entity –please contact ASP for a Word version if needed. If altered, it is essential that all conditions in the sample document are addressed in the document submitted with this application.

THE SIGNED LETTER MUST BE SUBMITTED WITH THE APPLICATION BY THE APPLICATION DUE DATE MARCH 1, 2016.

**NOTE:** The person identified in the letter who conducts all negotiations and executes and submits all documents MUST provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**NON-FEDERAL PROJECT SPONSORS:**

Must include a resolution certifying authority to apply for Recreational Trails/Off-Highway Vehicle Program funds to be eligible for funding consideration (e.g., the Resolution must identify the source and amount of matching funds, including donations). A Sample Resolution is provided on page 9.

All project sponsors **MUST** incorporate items 1 through 6 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution: Item 6) who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

**Organization/Third Party Project Sponsors:**

Must submit the appropriate letter or document indicating that the governing authority of the organization has reviewed the guidelines for the Recreational Trails Program and the particulars of the proposed project and approve the application (Page 11). Also, the verification documents listed on the page must be submitted.

The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

**COMPLETING THE EVIDENCE OF CONTROL AND TENURE FORM (Page 8)****THINGS TO CONSIDER WHEN COMPLETING THE CONTROL & TENURE DOCUMENTS:**

- 1) The application must include the appropriate documentation to demonstrate Control & Tenure of the property (e.g., a lease, special use agreement, title or deed).
- 2) The Control & Tenure documents must state a valid term of at least 25 years with 20 years remaining at the time of application submittal.
- 3) Include a copy of the Title Insurance for all parcels with the application. (In lieu of title insurance, the project sponsor must provide a title opinion signed by their legal representative indicating all parcels are unencumbered.)
  - Recipients of grants funds are responsible for operation and maintenance of fund-assisted facilities or equipment and retention of land acquisitions according to the Term of Public Use established in the Project Sponsor Agreement – Attachment A. The default Term of Public Use is 25 years for facilities (real property) and 99 years for acquired land.
  - At the time of application, the project sponsor **MUST** submit documentation to demonstrate the control (i.e., deed, lease, easement, etc.) and tenure (i.e., 25 years, 50 years, etc.) of the land where the project site is located. OR, the project sponsor **MUST** include the acquisition of the proposed site in the scope of the proposed project.

**NOTE:** A third-party organization making improvements on property in the control of an entity (e.g., public land managing agency) must submit a document identifying that authority has been received from that entity to make the proposed improvements. The document may be as simple as a letter on agency letterhead, but it must state the following:

- The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.
- The entity must state that the organization has the support of the entity and authority to access the project site and implement the proposed improvements.
- The entity and the organization must agree that the improvements become the property of the entity and that the entity will maintain the improvements in a condition suitable and available for safe public use for a period of time commensurate with the cost of the improvement to reasonably justify the investment of grant funds.
- The entity must advise State Parks of any proposed changes in the use of the developed property.

For a development project, the project sponsor who IS NOT A FEDERAL, TRIBAL, OR STATE ENTITY must include copies of the document which evidences control and tenure of the proposed project site. Evidence of control and tenure can be shown by submitting copies of the required documents listed in either #1A or #2 below.

**1A. Title or Deed** -- If the land proposed for development is owned by a municipality or county, all of the following must be submitted with the application:

- a) Copy of the recorded title or deed
- b) Legal description of the deed with an attached map
- c) Updated copy of title insurance for the property (no older than one year)

In lieu of title insurance, a “title opinion” from the project sponsor’s legal representative may be submitted. This opinion will certify that the title is vested in the project sponsor and there are no outstanding liens or encumbrances imposed against the property that would adversely affect the proposed development.

**Title or Deed** -- If the land proposed for development is owned by a Forest Service, Bureau of Land Management, Arizona Tribal Governments, or Arizona State Land Department project sponsor, the project sponsor must provide the suggested Control & Tenure letter stating that:

“All improvements proposed in this grant application are compatible with the approved land use plan of the project sponsor and will be constructed on land that is within the boundaries of and under the management of project sponsor. These lands are not classified or have been identified as base-for-exchange and will be available for public use for the term of this agreement.” (See sample letter page 6.)

**2) Leases, Easements, Permits, or Special Use Agreements** -- Lands not owned by the project sponsor may be developed with grant assistance if provisions exist in a lease or use agreement. The lease, permit, or special use agreement must adequately safeguard the long-term use of the land for public recreation.

**AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF AN EXISTING LEASE OR SPECIAL USE AGREEMENT IS NOT INCLUDED IN THE APPLICATION.**

Both of the following must be submitted with the application:

- Copy of the signed lease, easement, permit, or special use agreement.
- Map depicting the area(s) existing or proposed for lease, easement, permit, or agreement

**NOTE:** For a development project, the project sponsor must have a minimum of a 25-year lease with at least 20 years remaining at the time an application is submitted. The lease must include the provisions that (1) the lessee has the first right of lease renewal, and (2) the lessor cannot cancel the lease without cause. If the lease has at least 20 years remaining, but less than 25 years, the application must include a letter of intent to exercise the option to renew.

#### Projects on State Trust Land

Projects proposing improvements on land leased from the Arizona State Land Department will be considered on a case-by-case basis. All projects constructed on State Land are required to meet the 25-year Term of Public Use. A project that cannot meet this requirement may proceed under the remedies provided in the Administrative Guidelines for Awarded Grants. These options include:

- 1) Conversion – providing an equivalent facility at the grant recipient's expense;
- 2) Repayment – refunding the grant funds to State Parks on a graduated scale based on the number of years the project has been available to the public; or,
- 3) Obsolescence—withstanding neglect or inadequate maintenance on the part of the grant recipient, a recreation area or facility may be determined obsolete if:
  - (a) reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating,
  - (b) changing recreation needs dictate a change in the type of facility provided,
  - (c) operating practices dictate a change in the type of facilities required, or
  - (d) the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

#### **NON-PROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY Form**

The application must include certification of the correct amount of matching funds and must meet the requirements as outlined in the manual.

#### **RESOLUTION (FOR NON-FEDERAL ENTITY APPLICANTS ONLY)**

Non-Federal Entity Project Sponsors must include a resolution certifying authority to apply for Program funding to be eligible for funding consideration (e.g., the Resolution must identify the source and amount of matching funds, including donations). A Sample Resolution is provided on page 9. All project sponsors **MUST** incorporate items 1 through 6 from the sample resolution in their resolution and it **MUST** be signed by the appropriate official authorized to commit funds.

**NOTE:** A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if the resolution is not submitted by the due date. The person identified in the resolution (see Sample Resolution in Application Packet) who conducts all negotiations and executes and submits all documents **MUST** provide documentation if other persons will be allowed to assume these responsibilities at any time during the development period of the grant.

## **SECTION IV. CULTURAL RESOURCES: COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT, SECTION 106**

**This section addresses three (3) forms related to environmental and cultural clearances requirements:**

1. Cultural Clearance Review Form
2. NEPA Form - [National Environmental Policy Act](#)
3. The SHPO Historic Property Inventory Form

In Arizona, the Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the State Historic Preservation Office (SHPO) participate in a process to determine the effect, if any, a proposed project may have on significant archaeological and/or historical cultural resources. Significant cultural resources are those that are eligible for listing on the Arizona or National Registers of Historic Places. Each grant application recommended for funding will be reviewed as part of this process. The project sponsor must be able to provide all documentation necessary for submission to the State Historic Preservation Office (SHPO), Arizona Department of Transportation (ADOT) and Federal Highway Administration (FHWA) for review.

### **CULTURAL CLEARANCE REVIEW FORM (Grant Application Packet)**

All project sponsors must submit the Review Form by July 1, 2016 however, ASP is encouraging all applicants to submit this form with the application or as early as possible in the process. By submitting early this may speed up the process of executing an agreement. The SHPO Historic Property Inventory Form is only required if historic period standing architecture (i.e., houses, bridges, farm structures, etc. that are over 50 years old) exists within the project area or may be affected by the project.

### **PLEASE CONSIDER THE FOLLOWING WHEN COMPLETING THE CULTURAL CLEARANCE REVIEW FORM:**

- An entity must have a qualified professional sign the Cultural Clearance Review Form (i.e. archaeologists).
- If a land managing agency has an archaeologist on staff, that archaeologist **MUST** sign the Cultural Clearance Review Form & NEPA Form (if applicable) .
- The Cultural Clearance Review Form & NEPA Form (if applicable) and the Historic Property Inventory Form(s) (if applicable) can be included with the application.
- If an applicant answers “yes” to question 6., Section II of the Cultural Clearance Review Form a completed cultural survey report, including a color 7.5’ USGS map of the entire project area, must be included with the Cultural Clearance Review Form.

### **SECTION 106 COMPLIANCE**

- Most projects will require cultural resource surveys to be completed for the entire project area. After consultation with SHPO/ADOT the applicant will be notified of their requirements.
- Cultural resource surveys must be conducted by qualified professional archaeologists that meet state and federal standards. The cultural resources survey report must be provided upon notification that the project will be receiving grant funds.



- Federal agencies are required to consult with Native American tribes; the relevant federal agency must conduct this Government-to-Government tribal consultation. Depending on the location of the project, additional consideration of tribal issues may be required in the federal process. The applicant must check with the relevant federal agency to ascertain if tribal consultation has been completed BEFORE initiating the project in the field.
- Federal project sponsors must submit any documentation gathered by agency archaeologists.
- ADOT cultural resource staff is available to assist project sponsors with questions pertaining to cultural resources and/or the Section 106 compliance process. ADOT staff will participate in the 2016 Grant Workshops and also be available throughout the grant process to answer questions and provide assistance.

### **NEPA \* CATEGORICAL EXCLUSION -CE CHECKLIST**

For Recreational Trails Program funding each project sponsor must provide State Parks with documentation which meets the requirements of the National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and other applicable laws (such as laws regarding threatened and endangered species, hazardous wastes and contaminated properties, historic and archaeological resources, etc.). The completed form and supporting documentation must be submitted to State Parks before a Project Sponsor Agreement will be finalized.

Projects receiving federal RTP funds cannot be funded until NEPA compliance has been reviewed and approved by the FHWA. To determine if your project requires the NEPA Form you must contact Mickey Rogers, ASP.

The [Federal Highway Administration](#) (FHWA) defines Categorical Exclusions (CE) as actions that based on past agency experience with similar actions, do not involve significant environmental impacts. These actions **DO NOT**:

- Induce a significant impact to planned growth or land use for the area.
- Require the relocation of significant numbers of people.
- Have a significant impact on any natural, cultural, recreational, historic or other resource. Involve significant air, noise, or water quality impacts.
- Have significant impacts on travel patterns.
- Otherwise, either individually or cumulatively, have significant environmental impacts.

Please visit the [ADOT website](#) for additional information on the NEPA process.

## CHAPTER VI. COMPLETING THE GRANT SCOPE SHEET

### (Estimated Project Cost Sheet, Timeline And Donations)

Scope sheets are the costs that are agreed on between ASP and the Applicant. The first scope sheet must be returned to the Grants Coordinator, for review and to determine if costs are eligible and are reasonable.

- The **Grant Scope Sheet** is one (1) document, in Excel format, and consists of three (3) tabs:
  - 1) Scope Items tab
  - 2) Estimated Cost Sheet tab and
  - 3) Estimated Timeline tab
- Location: The **Grant Scope Sheet** is separate from the **Grant Application Packet** but is located in the same section on the ASP website/grants page.
- There are two (2) Grant Scope Sheets to choose from based on the focus of your project: **Motorized** or **Non-Motorized**.
- Information provided in this Section will assist you in completing your project's **Grant Scope Sheet** (Excel format). The Grant Scope Sheet captures the activities, costs, donations and the project timeline.

**REQUIREMENT!!** Project sponsors submitting a grant application **MUST** submit the **Grant Scope Sheet** to the State Parks Grants Coordinator, Mickey Rogers **NOT LATER THAN February 17, 2016**. Contact: Mickey Rogers 602.542.6942 or mrogers(at)azstateparks.gov **APPLICATIONS FROM PROJECT SPONSORS THAT HAVE NOT COMPLIED WITH THESE REQUIREMENTS WILL NOT BE ACCEPTED.**

### COMPLETING THE GRANT SCOPE SHEET, ESTIMATED PROJECT COSTS AND SCOPE ITEM TIMELINE/ DONATIONS

The scope items must be titled to match the equivalent rating criteria form items (Pages 18-19) and all eligible costs associated with that scope item will determine the total cost. Each scope item must meet the eligibility requirements as explained in CHAPTER I.

- 1) Read the definition provided in each criterion to determine what costs may be eligible for that scope item.
- 2) Certain scope items will be essential to the project. Other items may be expendable based on the availability of funding. Scope items must be listed on the **GRANT SCOPE SHEET** in the order of their priority to the project.
- 3) Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component. Work that will be completed, as part of one contract must be broken down and costs shown for each component of the project under the contract.
- 4) As accurately as possible, develop cost estimates based on the anticipated costs of completing that scope item.
- 5) Estimates should reflect realistic prices anticipated to be in effect at the time the work is done.

**DESIGN & ENGINEERING COSTS (D&E)**

Design & Engineering Costs (D&E) must be specific to this project and may include site planning, feasibility studies, design, construction drawings and specifications, and similar items. They are limited to 10% of the grant amount.

- The project sponsor must adhere to local rules and regulations as well as Arizona State Law in using qualified personnel to prepare final plans and specifications for the proposed development.
- If the amount of D&E being requested is clearly less than 10% of the requested grant amount, simply break down each component into materials and labor costs as applicable.

**NOTE:** To enable available funds to be used for work directly benefiting the recreational user, ASP staff may not recommend design and engineering costs for funding. If approved, design and engineering costs cannot exceed 10% of the grant amount on the Estimated Project Cost Sheet.

**STEP 1: SCOPE ITEM COST –Tab 1**

- 1) WITH YOUR GRANT SCOPE SHEET (Excel) opened go to TAB 1, SCOPE ITEMS
- 2) Fill in project name
- 3) Fill in sponsor (Your agency)
- 4) Based on the Criteria Responses for your project complete a Scope Item Cost Breakdown for each component of the project. SCOPE ITEM must match a priority in Grant Criteria
- 5) Scope Item Cost Breakdown -Break down each scope item into materials and labor components as applicable.

As an example, take a ranger's salary as one item under the first Scope Item: Protect Access/Acquire.

- a) Under "BREAKDOWN" write: "Ranger Salary" (Cell A7).
- b) Under column B, cell 7, place the number of rangers to be paid under this grant.
- c) Under column C, cell 7, input the ranger's salary/per hr (e.g. \$20.00)
- d) Hit enter and column's "D" and "F" automatically add the totals.
- e) In the "MATCH/IN-KIND" column indicate the amount of the project sponsor's matching funds or donations to be applied to each scope item.

**STEP 2: ESTIMATED PROJECT COST SHEET –Tab 2**

- 1) Once all of the Scope Item Cost Breakdowns are completed on tab 1, the Estimated Project Cost Sheet tab can be completed. This tab will summarize the information you inserted on the scope sheet, tab 1.
- 2) The amounts entered on the Estimated Project Cost Sheet must also correspond to the amounts entered on the Certified Application Form and Resolution /Authority to Apply (located in the **Grant Application Packet**).

**STEP 3: ACQUISITION COST (If not applicable, go to STEP 4)**

Go to TAB 2 (GRANT SCOPE SHEET), ESTIMATED PROJECT COST SHEET.

If you are acquiring any land you will use this section to provide information about the land.

- 1) Complete the Acquisition Cost Breakdown; identifying each parcel to be acquired, Match, Value of Donation, Requested Grant Amount (How much you are requesting from ASP, and total Parcel Cost.
- 2) Acquisition Project Costs:
- 3) Parcels to be acquired should be listed separately with the highest priority parcels appearing at the top of the list. The prioritization of parcels is important. During the project review process staff may recommend deleting a parcel from the project. Items at the bottom of the list are usually considered for deletion first.
- 4) Match:
- 5) Indicate the amount of the project sponsor's matching funds or donations to be applied to each parcel.
- 6) Requested Grant Amount:
- 7) Indicate the amount of grant funds being requested to purchase each parcel. The totals for matching + requested grant funds will automatically add to equal the Total Parcel Cost.

#### **STEP 4: SCOPE ITEM TIMETABLE –Tab 3**

- 1) Complete the Scope Item Timetable including each scope item. Estimate when work on that scope item will begin and be completed.

#### **DONATIONS GUIDELINES**

- Donations to the project sponsor from any source may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant.
- The estimated values of land and other donations may be derived from appraisals, project sponsor's pay scales, and formalized equipment use rates. Donated labor may be charged at \$18.00 per hour or lower, unless it is for a licensed or skilled trade, which may be charged at the current market rate. A certified trail crew supervisor may be charged at \$22/hour.

**NOTE:** Contact ASP staff for information on acceptable methods of assessing values of donations. Costs associated with the initiation of development and/or the value of donations accepted by the project sponsor prior to approval of an application are not eligible project costs. The donor and value of the donation must be clearly identified on the Donations List. Letters of commitment specifically identifying the value of the contribution and the method and date of delivery of the contribution must be provided to verify each donation/partnership.

- The source of donations must also be identified in the Resolution / Authority to Apply and the amount included as a component of the matching funds on the Estimated Cost Sheet. These guidelines will ensure consistency for project sponsors in identifying and recording appropriate volunteer related expenses.

## GUIDELINES FOR MATCH

**Match** – includes all expenditures for eligible work or materials used within the project area paid by the project sponsor and donated materials or labor.

**Non-Federal Match** – includes all expenditures for eligible work within the project area paid by a non-federal project sponsor and the “value” of eligible work performed by volunteers within the project period. Other donations of materials used for eligible work in the project area or money spent on eligible work in the project area within the project period acquired from non-federal sources is included in non-federal match.

1. Donated labor and materials must be specific to the approved scope of the grant project to qualify as match and be eligible for reimbursement.
2. Donated labor will be valued at \$18.00 per hour for trail crew workers and \$22.00 per hour for a certified trail crew supervisor. Certification is based on meeting the standards as set forth by the organization providing the volunteer labor.
3. The value of donated labor for a person professionally skilled in the type of work being performed for the project shall be the rate normally charged for this service (i.e., a backhoe operator operating a backhoe or a carpenter building a frame building). A person who builds trails professionally may be credited for his normal hourly rate for donated work. (Licensed Trade Standard)
4. A volunteer may not be credited for more than eight (8) hours work in a day. Daily time records for each volunteer must be maintained. State Parks will provide a tracking sheet.
5. Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site.
6. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost. Volunteer time starts at the project site.
7. The value of donated materials must not exceed fair market value established by comparison with prices from a vendor.
8. Food, beverages, and other considerations provided to volunteers **are not** an eligible cost. The project manager may claim a reasonable cost for providing water and portable restrooms.
9. The value of volunteer labor for a one-time non-routine trail cleanup event and non-trail construction related activities would remain at the minimum wage unless it meets the licensed trade standard.

## CHAPTER VII. COMPLETING/SUBMITTING THE GRANT APPLICATION PACKET

- 1) Complete all required forms in the Grant Application Packet and place on a CD.
- 2) **Please provide ASP with 10 CDs.** The CDs will be distributed to Advisory board members involved with the review of all projects.
- 3) We are not requiring applicants to submit paper-based applications and documents. Please place all items for the project on each of the 10 CDs.

**ATTACH THE FOLLOWING ITEMS TO THE APPLICATION:****A. At Least Four Color Photographs**

- Photographs of the project area or specific features of a project must be submitted with the application on a CD.
- The photos should depict the area to be developed or specific features of the project. Photos should document as many of the proposed scope items as possible
- You must provide a description of each photo.

**B. Maps and Plans** including all of the following applicable forms must be submitted for the application to be considered complete:

- \* Location Map (p. 36)
- \* Signage (p. 37)
- \* Acquisition Parcel Map (if applicable) (p. 38)
- \* Site Plan (p. 39)
- \* Floor Plans (if applicable) (p. 40)

**TRAIL LOCATION / PROJECT BOUNDARY MAP**

1. Each application must include a project location/boundary map and a site plan.
2. At least two (2) legible maps shall be submitted with each application.
  - At least one (1) map that specifically delineates the proposed project location.
  - At least one (1) map showing placement of project items such as kiosks, riprap and proposed trail work. It is recommended that a Google map be utilized to show the specific locations.

**Project maps shall identify the following items:**

- North arrow, scale, project title, and date prepared.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary
- Project boundaries and list at the bottom of the sheet the Section, Township and Range where the proposed trail project is located.
- Elevation at project endpoints or project site.
- Nearest town or city and distance from project.
- List at the bottom of the sheet any areas under lease and term remaining on lease(s). Note area(s) on map.
- Note at bottom of sheet, any known outstanding rights and interests in the project area held by others (easements, water rights, subsurface mineral rights, etc.).
- Length of trail segment under this project proposal (Project End Point A to Project End Point B).
- Identify other trail or road access to the project trail.
- List any future trail linkages planned.
- Identify exact locations for the placement of material such as riprap.

ADOT has provided a *Cover Sheet State Map, located in the Grant Application Packet – pg 19* for applicants to include with your project maps. Please use the Cover Sheet State Map to indicate the general location of the project within the State of Arizona. Attach all maps to your Application Packet.

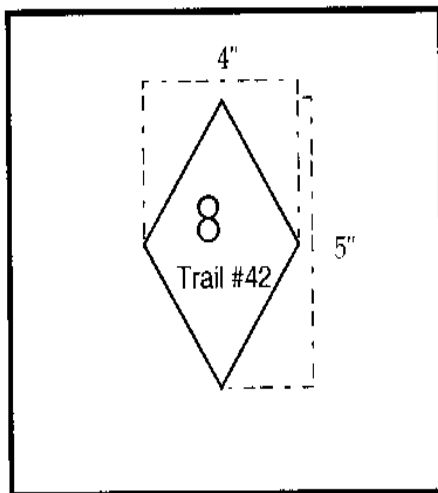


[Click here](#) for a sampling of several different maps identifying the map items, and preferred by the cultural and environmental reviewers.

### SIGNAGE DESIGN PLAN

- A signage design plan must be submitted if signage is part of project.
- Provide a sketch or drawing of each type of sign or trail marker that is a part of the project.
- Include the type of sign, sign location, width and height of the sign, sign material, and a sample of what will be printed on the sign or trail marker.
- Attach to Application Packet

### SAMPLE



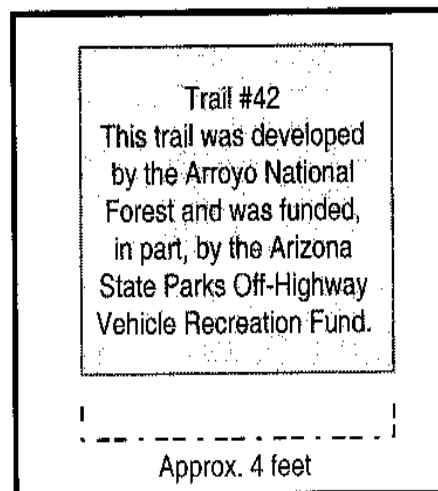
**Type of Sign:** Trail Marker

**Sign Location(s):** These signs will be tacked to trees along the length of the trail.

**Dimensions:** 4" x 5"

**Composition:** Carsonite™

**# of Similar Signs:** 15



**Type of Sign:** Trailhead sign

**Sign Location(s):** Trailhead sign will be located where the trail connects to the trailhead.

**Dimensions:** 4' x 3'

**Composition:** The wording will be engraved into a redwood sign. The wood will be polished, sanded and weather-proofed.

**# of Similar Signs:** 2

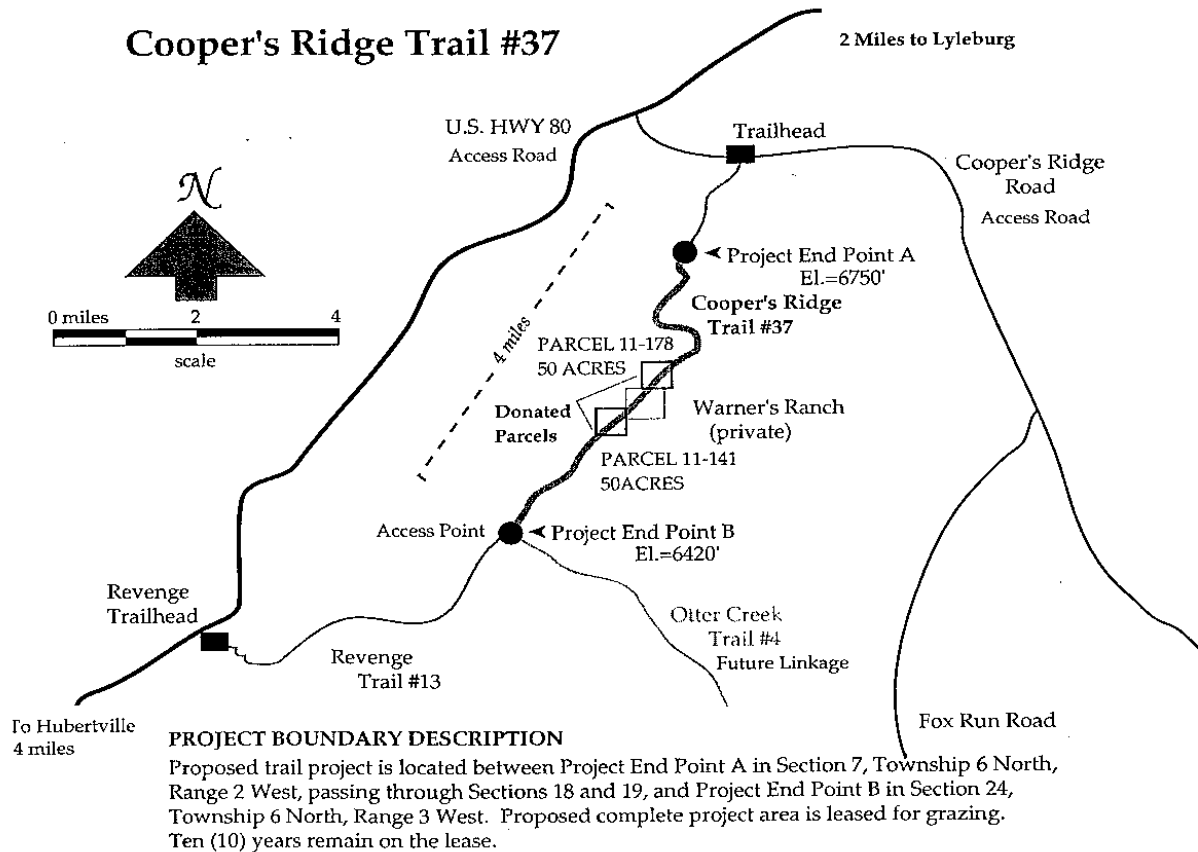
### ACQUISITION PARCEL MAP

(This map is required only if acquisition or donation of property is included in the scope of the project.)

1. A map shall be submitted with each application (Attach to Application Packet) identifying all property to be acquired or donated under the proposed project.

**The map shall identify the following items:**

- North arrow, scale, project title, and date prepared.
- Property lines.
- Project boundaries and Section, Township and Range for where the proposed trail project is located.
- Parcel numbers and parcel sizes.
- Existing development (include overhead utilities and/or easements).
- Surrounding land uses.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.



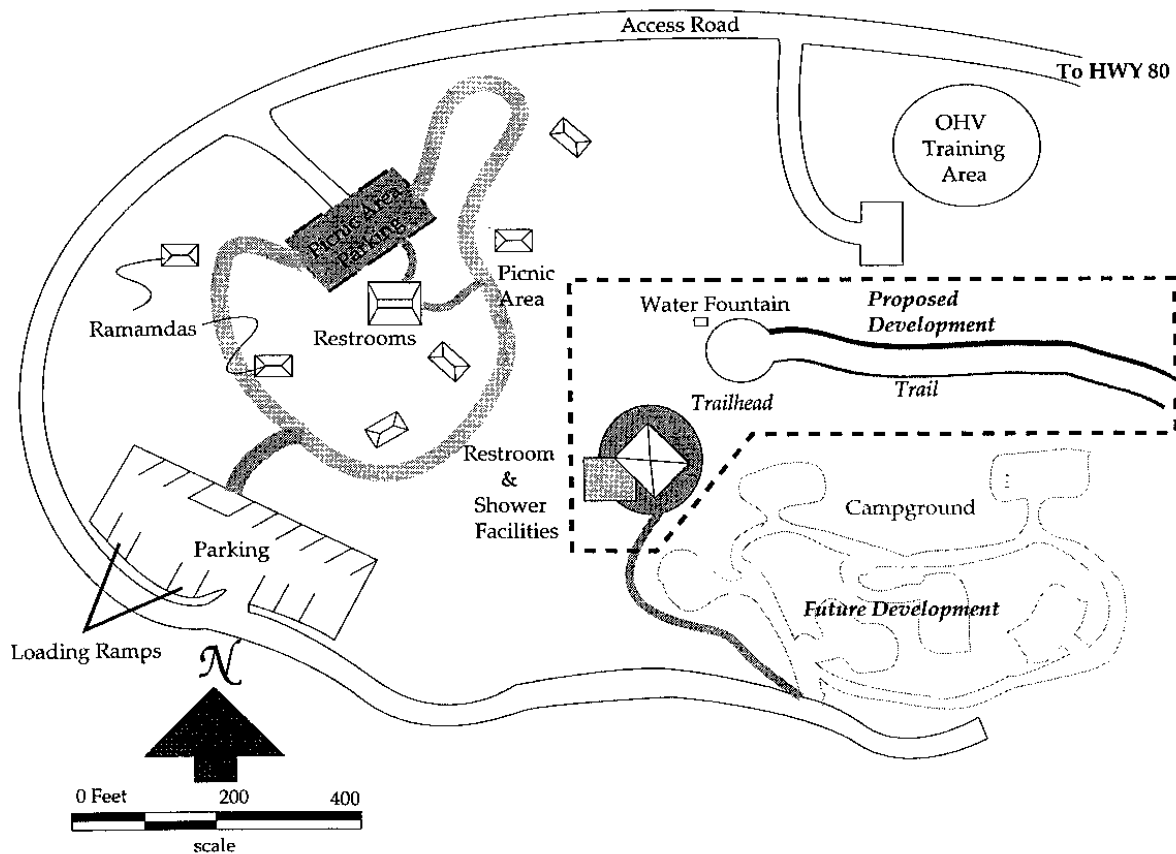
### SITE PLAN

#### Trailheads or Site-Specific Trail Projects

A Site Plan shall be submitted with each application (**Attach to Application Packet**) and shall identify the following items:

- North arrow, scale, project title, and date prepared.
- Existing site development.
- Proposed project development.
- Show planned future development when this application is for acquisition only.
- Surrounding land uses.
- Any ADA Standard facilities and/or access points.
- Identify other trail or road access to the project trail.
- Map must be printed on 8 1/2 x 11 page. Additional pages may be added if necessary.

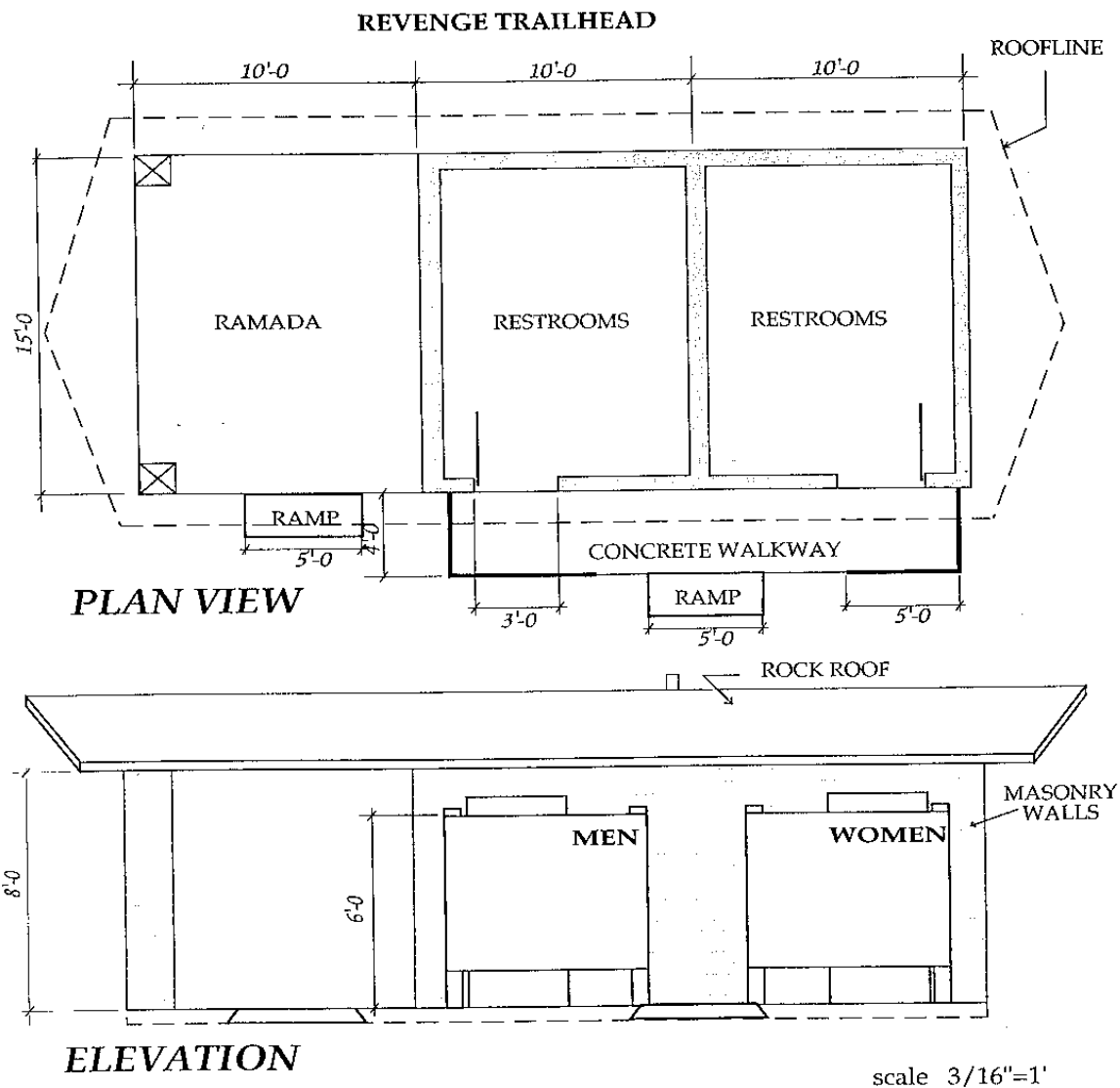
### Revenge Trailhead



## FLOOR PLANS

### Preliminary Floor and Elevation Plans

1. Floor plans must be submitted if structures are included as part of the project.
2. Preliminary construction drawings of floor plans for all proposed structures shall be submitted with each application (Attach to Application Packet).
3. An elevation must be shown to indicate the architectural treatment.
4. Remember that structures must be designed and built as per the Architectural Barriers Act of 1968 and A.R.S. § 34-401 and Title II, Americans with Disabilities Act of 1990.



## GENERAL COMPLIANCE

### Application Deadline

- Arizona State Parks Grants Section must receive completed applications no later than 5:00 p.m. on March 1, 2016. This is not a postmark deadline; applications must be received by the grant deadline. It is recommended that you submit your application early so staff can notify you if any additional items are needed to make the application complete.
- Every application for the current grant cycle will be evaluated based upon the merit of the proposed project and the criteria set forth in this manual, regardless of whether the proposal would expand a project funded in a previous cycle.

**NOTE:** Bonus points may be awarded for expanding on an existing project.

### Project Must Be Shovel-Ready

- Grants are available to projects that are ready to move forward immediately.
- Cultural and environmental clearances must be reviewed and approved before project funding is authorized and the approval to proceed is issued. Projects that do not receive funding, therefore, are not required to gather the documentation. However, all project sponsors must be aware that the cultural and environmental reviews will be required and should be prepared to provide the documentation.

### Post Award

- When accepting a grant award from the Arizona State Parks Board, the project sponsor must sign a Project Sponsor Agreement. This agreement is a contract identifying the terms and conditions of the grant award.
- Please have an appropriate legal representative review this agreement to ensure that it will be acceptable. Revisions may be negotiated prior to acceptance.
- State Parks may also use existing master agreements with some project sponsors (partner agencies) to create a supplemental agreement that identifies the terms and conditions of a specific project. The Project Sponsor Agreement and the supplemental agreement are generally referred to as a “project agreement”.
- All recipients and sub-recipients of funds through the Recreational Trails Program and the Statewide OHV Program must comply with applicable State and Federal laws, regulations, and Executive Orders.

### Notice of Eligibility

- Within 15 working days of the application deadline, each project sponsor will receive notice indicating the status of the application. State Parks will make a determination of eligibility based on whether or not the application has met the basic requirements outlined in this manual. Applications may be deemed eligible, yet have deficiencies that must be corrected by the date indicated in the letter. If the deficiencies are not corrected by the indicated date or if the signed resolution is not received by the due date, the application will be deemed ineligible.

### Disagreement Process

Disagreements with any decision or action, which are not resolved with Grants staff to the satisfaction of the project sponsor, may be addressed in the following manner within thirty (30) working days of receiving notice of staff’s decision:

- 1) The project sponsor may submit a written request for review to the Deputy Director of Arizona State Parks. The Deputy Director will address the matter and respond in writing within thirty (30) working days of receiving the request from the project sponsor.
- 2) If the disagreement is not resolved with the Deputy Director's intervention, the project sponsor may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within thirty (30) working days of receiving the request.

**Procurement and Contracting**

All procurement and contracting must meet applicable federal and state regulations and statutes and review for compliance. State Parks will provide the project sponsor with a table of clauses that must be used in contracting and procurement documents.

**Reimbursement and Reporting Requirements**

Project sponsors must comply with federal invoicing and reporting requirements as specified in the Project Sponsor Agreement.

**Eligible Travel**

All approved project related travel costs must comply with Arizona Department of Administration Vendor [Travel Policy Section II-H-1-IV-F](#) and are subject to the rates established for travel by State Employees: A.R.S. §38-621 through §38-627, Reimbursement for Expenses; State of Arizona Accounting Manual, Section II-D, Travel Policy.

**Permitting Requirements**

State Parks-funded grant projects may involve work that requires permits and clearances from various state and federal agencies. Arizona State Parks does not determine which—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Project sponsors are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications.

If awarded a grant, the project sponsor is responsible for obtaining all applicable permits and clearances no later than 90 days after the project agreement is signed. Construction funds will not be released until copies of all applicable permits and clearances are received in this office.

Review the items listed below to assist you in determining if your project may require permits and/or clearances. Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?

- Include introduction or exportation of any species not presently or historically occurring in the receiving location?
- Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?



- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains or wetlands?
- Require ground or surface water through contract of acquisition for long-term project viability?
- Include the use of any chemical toxicants?
- Result in any discharge, which will conflict with Federal (or State) air or water quality regulations?
- Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
- Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
- Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantive environmental impacts not addressed above, or result in cumulative impacts which separately do not require assessment, but together must be considered substantial?

### **Appraisals**

Appraisals for proposed land acquisitions must be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice by a State Certified Appraiser not more than one year before the date of purchase. If the appraisal was prepared more than one year before the date of purchase, an updated appraisal will be required. The appraisal must be in the “Complete and Self-contained” format. Contact Arizona State Parks for additional information on acquisition project requirements.

### **Inspections**

All grant project sites are subject to periodic inspection by State Parks staff.

### **Operation/Maintenance**

The grantee is responsible for continued operation and maintenance of funded facilities for the term of public use as described in the project agreement. Grant funds are not available for operation and maintenance costs.

### **Title Transfer and Site Development**

Title transfer of lands proposed for acquisition, whether by donation, or negotiation, and the development of proposed facilities on the acquired land, or other land proposed for development may not commence until there is an executed Project Agreement between the Participant and the Board. Such work or acquisition accomplished prior to execution of the Project Agreement shall be the full responsibility of the project sponsor. A waiver may be requested in advance if the desired parcel must be acquired to avoid possible loss or price increase.